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23 April 1952

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MEMORANDUM FOR: Mrs. [REDACTED]
Mr. [REDACTED]
Mr. [REDACTED]
Mr. [REDACTED]

SUBJECT : Weekly Activity Report

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1. Mr. [REDACTED] has requested that I be more conscientious in contributing to the weekly activity report of the Support Staff. Because of pressure of business, I have often neglected to make a complete report for the week. I believe that this can best be done by requesting each of the sections to furnish on a daily basis any items which should properly be included in the report.

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2. Accordingly, I have requested Mr. [REDACTED] to contact each of you on a regular, daily basis to make notes of any important accomplishments or items of information. He will prepare the draft for the Administrative Branch to be reviewed by me and submitted to Mr. [REDACTED] by Thursday noon of each week.

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[REDACTED]
Administrative Officer, OTR

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25X1 25 YEAR RE-REVIEW